App. F. IX-4

*Previous References* 1935-6 (CRS)

File No. 31-35

Serial Nos. /

*Letter References.*

# GENERAL AND REVENUE SECRETARIAT.

*Serial Nos.* One

**Part B for** December 1937

**SUBJECT.**

Instructions for notifying in the Gazette

Office Note and orders.

WD 0418—GPB—22,500—29-8-36

29/12/37

G.R.S. III—3]

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

C.R.B.

The following instructions may be noted & followed, in connection with the notification of the vacancies in the Gazette:—

1) Re qualifications:— Unless ~~authorised~~ Covered by general orders or authorised by special orders, the qualifications to be notified in respect of any Vacancy should not generally exceed those specified in the ~~by~~ Standing General orders: [Section 10 of the C.R.B. manual] which should be strictly followed], & there should be ~~no~~ higher or additional qualifications (such as 1st class, or any particular Test).

2) Re Remarks Column: The prevailing practice of ~~stating~~ notifying "Preference will be given to ——; persons with experience will be preferred, etc" may be discontinued.

In the case of vacancies of ~~mistress~~ School ~~(restricted~~ other posts (to be filled up by ladies only), the remark "only lady candidates need apply" is superfluous & may be discontinued. As far as possible, there should generally be no entries in the Remarks Column except in special cases & with the

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G.R.S. III—3]

## Routine Notes.

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previous orders. In the case of "Security" appointments, the remark re Security is however necessary & may be made]

In cases of doubt or difficulty, the file may be sent for orders before

The Supt will please instruct the officials to see to the observance

accordingly.

28/6

28/6.

28/6.

*N.B.*—*Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.*